



STATE OF WASHINGTON  
DEPARTMENT OF GENERAL ADMINISTRATION

OFFICE OF STATE PROCUREMENT

210 11th Ave SW Room 201 GA Building • Olympia Washington 98504-1017

[www.ga.wa.gov](http://www.ga.wa.gov)

January 31, 2008

James Lunsford  
Washington State Liquor Control Board  
Post Office Box 43075  
Olympia WA 98504-3075

Dear Mr. Lunsford:

**SUBJECT: Specific Purchase Authority for the LCB Distribution Center Expansion Project  
and for Retail Outlet Requirements**

This Specific Purchase Authority is delegated to the Washington State Liquor Control Board (LCB) by the Services Division of the Department of General Administration. This Authority is effective from February 1, 2008 through June 30, 2009 and is issued to the LCB as a supplement to the general delegated purchase authorities issued to all agencies through the Washington Purchasing Manual (WPM).

Purchases conducted in exercising this Authority must be conducted according to the requirements designated in the WPM.

This Specific Purchase Authority is conditionally delegated to the LCB under the following requirements:

- 1) The LCB shall submit a summary activity report within 30 days after the award of contracts that result from this Authority.

At a minimum, the report shall address:

- Category
  - Method of Acquisition
  - Purchase order or contract number
  - Purchase or contract value
  - Purchase or contract description
  - Awarded vendor
- 2) This Authority does not represent a sole source authorization of any kind. The LCB is responsible for justifying and documenting all purchase files in regard to sole source acquisitions as required by WPM 6.1.g Sole Source Authorization.

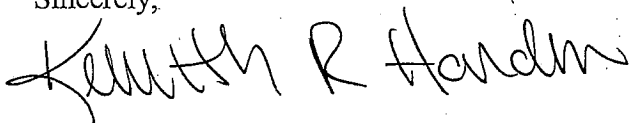


Mr. James Lunsford  
Page Two  
January 31, 2008

- 3) This Authority does not represent authorization to purchase or contract for goods or services under the purview of the Department of Information Systems, the State Printer, and the Office of Financial Management or to contract for public works, engineering or architectural services.
- 4) General Administration is currently determining if an opportunity exists to develop and implement State Contracts that may provide products or services covered by this Authority. This delegation is made with the understanding that the LCB will participate in any related contracting efforts led by General Administration. Additionally, any term contract entered into by the LCB under this Authority will provide for the ability to transition the LCB purchases to the resulting State Contract upon award by General Administration including but not limited to the term of this authority.
- 5) This Authority does not represent an exemption for existing State Contracts. If a State Contract exists for the commodity or service category yet does not provide the specific product or service that the LCB requires, the LCB may determine in collaboration with the Office of State Procurement whether the specific product or service may be added to the State Contract before exercising this Authority.
- 6) All purchases and contracts issued by the LCB under RCW 43.19 are subject to audit by GA for compliance with state purchasing requirements including those governing minority/women owned businesses and Vendors in Good Standing (VIGS).
- 7) Term contracts issued under this Authority shall expire upon expiration of this Authority.
- 8) The maximum aggregated spend under this Authority is limited to \$10,000,000.
- 9) All purchases and contracts under this Authority shall be conducted under the direct oversight of the Contracts, Procurement & Support Services Manager and shall not be delegated outside of the LCB Headquarters.

We welcome your comments and look forward to working with the Liquor Control Board. Please contact Mr. Jack Zeigler of my staff at (360) 902-7283 if you have any questions or need further assistance.

Sincerely,



Kenneth Harden  
Assistant Director

KH:jz

cc: Christine Warnock, Department of General Administration  
Jack Zeigler, Department of General Administration

## **Specific Purchase Authority Delegated Washington State Liquor Control Board**

**Effective Date:** February 1, 2008

**Expiration Date:** June 30, 2009

LCB S-3      Consistent with the requirements identified in pages 1 and 2 of this Authority, the LCB is delegated authority to establish contracts associated with the Distribution Center Expansion Project. This authority is limited to the following:

- Material Handling System and related equipment
- Turret Truck(s)
- Manually operated product movement devices
- Very narrow Aisle (VNA) Racking
- Cat walk hardware

LCB S-4      Consistent with the requirements identified in pages 1 and 2 of this Authority, the LCB is delegated authority to establish contracts for retail outlet requirements that are unique to the LCB operations. This Authority is limited to the following:

- Wine Coolers
  - Retail Outlet Store Fixtures
  - Counter tops
  - Displays
  - Retail Racking
  - Check-out lanes
  - Shelving
  - Indoor signage
  - Shopping baskets and carts
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